

Top Ten Techniques for Presenting IMP – Table 1's

Ever watch David Letterman's Late-night Show? If so, then you know about the 'top ten' lists generated over many years of comedy. Well, in our reviews of Inventory and Monitoring Plans (IMP) drafted during the past two years, we at NRPC have had the opportunity to help craft the primary summary table (IMP-Table 1) that is included in those plans. As required by policy (701 FW2), Table 1 packs a lot of information about the surveys that a Refuge System station is planning to conduct during a 15-year plan window. Although not as entertaining, here is our Top Ten list for saving time in making the IMP-Table 1 manageable and easy on the eyes (see Table 1b, below).

- 10) Use completed survey records in PRIMR and the report feature to produce a Table 1.
- 9) Export the Table 1 report using the Excel (not PDF) format—it is much easier to manipulate for appearance and form for including in the IMP.
- 8) Delete the Management Unit names from the exported file—it's optional to enter them in PRIMR and not needed in Table 1. Rather, give official names of Management Units in the narrative of the appropriate survey.
- 7) Give the name of an FWS employee that is the Survey Coordinator, and their correct title in PRIMR. External cooperators should not be named as survey coordinators because they are not responsible for implementing FWS policy.
- 6) In PRIMR, use abbreviations in the Survey Timing memo-field (e.g., JUN—SEP; SPR & SUM; 2x / mon.) to reduce the cell size in Table 1.
- 5) In PRIMR, exclude text in the Objective Identifier field (e.g., 1.1, not 1.1 Salt Marsh) and exclude id numbers from the Objective Short Description (Salt Marsh, not 1.1 Salt Marsh). Only the Objective Identifier should be seen in the Table 1. The objectives will be identified and described more fully in the IMP narrative for each selected survey.
- 4) After exporting, delete the 'Cost Center Code' for the station and hyphen from the Survey ID Number (e.g., Survey ID Number FF05RFRS00-001 becomes 001). Put the part that defines the cost center in the table header.
- 3) Format Table 1 in the IMP using a 'landscape' orientation with Times New Roman 10-pt font for cell contents. Format currency of *Avg. Ann Cost* to nearest dollar (no decimals needed).
- 2) Enter the survey priority number in PRIMR (link is on home page) using the follow numbering system (1.xx for select surveys with Current status, use xx to reflect order of priority: 01, 02, 03...last current survey; use 2.xx for Expected status surveys; if two or more surveys are conducted together give the same number followed by lower case letters to distinguish each survey (e.g., 1.01a, 1.01b, 1.01c). This sequencing provides the order of selected surveys in Table 1 and the order that survey narratives are presented in the IMP.
- 1) Replace the full citation of a protocol from ServCat with conventional in-text notation (e.g., Knutson 2008, Knutson and Knutson 2008, or [Knutson et al. 2008](#)). Provide a hyperlink to the ServCat record for the Table 1 cell that has a survey protocol in ServCat or indicate via footnote on the table that the full reference and URL are given in the Literature Cited section.

Example Table 1 before (1.a) and after (1.b) application of the Top Ten Techniques.

Table 1 a. Before use of Top Ten Techniques.

											<i>Protocol</i>	
<i>Survey Priority</i> ¹	<i>Survey ID Number</i> ²	<i>Survey Name/ (Type)</i> ³	<i>Survey Status</i> ⁴	<i>Mgmt. Objective Id</i> ⁵	<i>Survey Area</i> ⁶	<i>Staff Time (FTE)</i> ⁷	<i>Avg. Ann Cost (OPR)</i> ⁸	<i>Survey Timing</i> ⁹	<i>Survey Length</i> ¹⁰	<i>Survey Coord.</i> ¹¹	<i>Citation</i> ¹²	<i>Status</i> ¹³
1.01	FF05RM SN00-031	Invasive Plant Survey (M)	Current	CCP / 1.2 OPEN GRA, 1.3 MIXED FOR	Entire station	FWS: 0.09	\$500.00	Year-round/ Recurring -- every year	2012- Indefinite	?????	(none)	Initial Survey Instructions
1.02	FF05RM SN00-001	Integrated Waterbird Management and Monitoring (M)	Current	CCP / 2.2	Multiple management units: Great Marsh, Impoundment A, B, and C	FWS: 0.01, Other: 0.0	\$0.00	January - March; July - December / Sporadic or Ad Hoc	2012- Indefinite	Chelsea DiAntonio, Refuge Biologist	National Protocol Framework for the Inventory and Monitoring of Waterbirds and their Habitats: An Integrated Waterbird Management and Monitoring (IWMM) Approach 1.0 B W Loges; S K Jacobi; T Jones; M G Knutson; K E Koch; E V Lonsdorf; H P Laskowski; S K Lor; J E Lyons; M E Seamans; J D Stanton; B G Tavernia; B A Thompson; B Winn; L C Ziemba; A M Wilson; J H Herner-Thogmarti	National Approved

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Casey; J
M
Coluccy; J
L Coppen;
M
Hanan; P
J Heglund

Table 1 b. After use of Top Ten Techniques.

												<i>Protocol</i>	
<i>Survey Priority</i> ¹	<i>Survey ID Number</i> ² (FF05R MSN00-)	<i>Survey Name/ (Type)</i> ³	<i>Survey Status</i> ⁴	<i>Mgmt. Objective Id</i> ⁵	<i>Survey Area</i> ⁶	<i>Staff Time (FTE)</i> ⁷	<i>Avg. Ann Cost (OPR)</i> ⁸	<i>Survey Timing</i> ⁹	<i>Survey Length</i> ¹⁰	<i>Survey Coord.</i> ¹¹	<i>Citation</i> ¹²	<i>Status</i> ¹³	
1.01	031	Invasive Plant Survey (M)	Current	CCP / 1.2	Entire station	FWS: 0.09	\$500	Year- round/ Recurring - - every year	2012- Indefinite	Chelsea DiAntonio, Refuge Biologist	(none)	Initial Survey Instructions	
1.02	001	Integrated Waterbird Management and Monitoring (M)	Current	CCP / 2.2	Multiple management units	FWS: 0.01, Other: 0.0	\$0	JAN - MAR; JUL - DEC/ Sporadic or Ad Hoc	2012- Indefinite	Chelsea DiAntonio, Refuge Biologist	Loges et al. 2015	National Approved	